

Safeguarding Code of Conduct

Introduction

Sophia Education Ministries (Sophia) and our member schools (Kincoppal-Rose Bay, Sacré Cœur, Stuartholme) live out the values that reflect our Sacred Heart tradition and are embodied in the five goals of Sacred Heart education:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sophia and our member schools are committed to the safety and wellbeing of all children and young people.

Sophia has zero tolerance for all forms of abuse, neglect and exploitation. All people, regardless of their age, gender identity, race, religious beliefs, disability, sexual orientation, family or social background, have equal rights to protection from abuse, neglect and exploitation.

Purpose

This Code of Conduct outlines the standard of behaviour expected of all staff, volunteers and contractors of Sophia when interacting with children and young people. The Code sets out general expectations of the standards of behaviour required - it does not attempt to provide a detailed or exhaustive list of what to do in every aspect of your work, nor attempt to cover every situation that may arise.

The Code is designed to assist staff, volunteers and contractors to understand their responsibilities, obligations and provide guidance on the expected behaviour/s.

Everyone involved with Sophia shares a mutual obligation to keep children and young people safe. If you observe or become aware of someone else breaching the Code (intentionally or otherwise), you have a duty to report the breach/es.

If you do not understand any aspect of the Code of Conduct, or perhaps are not sure how it applies to your duties or responsibilities in relation to Sophia, you should speak with the Executive Officer of Sophia. Any and all queries or concerns will be treated with respect.

Each member school has in place a Code of Conduct which applies the principles and requirements of this Code into their particular school context, in harmony with local employment arrangements and school-based policies.

Sophia reserves the right, at its discretion, to vary this Code at any time.

Scope and application

This Code of Conduct applies to any person performing work for, or representing, Sophia. These people include:

- Board members
- Employees (full-time, part-time, casual)
- Independent contractors
- Volunteers

This Code aligns with Codes of Conduct in place in our member schools.

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The Code applies in the following circumstances:

- When undertaking duties for Sophia at any location
- When representing Sophia in any capacity at any location
- In circumstances where you could be identified as being connected to Sophia (conferences, meetings, on social media or professional media).

Expectations

All staff and volunteers are responsible for the safety and wellbeing of children and young people who engage with Sophia. All staff and volunteers are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people (including students of member schools who may have reached 18 years of age but are still enrolled as students in our schools).

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| I will: | <ul style="list-style-type: none"> • Act in accordance with Sophia's child safeguarding policies and procedures at all times • Uphold Sophia's '<i>Commitment Statement – Safety for all</i>' at all times • Behave respectfully, courteously and ethically towards children and their families and towards other staff and volunteers • Listen and respond to the views and concerns of children, particularly if they communicate that they or another young person do not feel safe • Promote the human rights, safety and wellbeing of all children engaged with Sophia through our member schools • Demonstrate appropriate personal and professional boundaries • Consider and respect the diverse backgrounds and needs of children • Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families • Involve children in making decisions about activities, policies and processes that concern them wherever possible • Contribute to Sophia's policies, discussions, learning and reviews about child safety and wellbeing • Identify and mitigate risks to children's safety and wellbeing as required by Sophia's risk management policy and processes • Respond to any concerns or complaints of harm to children or child abuse promptly and in line with Sophia's policy and procedure for receiving and responding to complaints • Report all suspected or disclosed child harm or abuse as required by state legislation and by Sophia's policy and procedures for internal and external reporting • Comply with Sophia's policies and procedures on record keeping and information sharing |
| I will NOT: | <ul style="list-style-type: none"> • Engage in any unlawful activity with or in relation to a child or young person • Engage in any activity that is likely to physically, sexually or emotionally harm a child • Unlawfully discriminate against any child or their family members • Be alone with a child unnecessarily |

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- Arrange personal contact, including online contact, with children or young people I am working with for a purpose unrelated to Sophia's activities
- Disclose personal or sensitive information about a child or young person, including images of a child, unless the child and their parent/guardian consent, or unless I am required to do so by Sophia's requirements on reporting
- Use inappropriate language in the presence of children or young people, or show or provide children and young people with access to inappropriate images or material
- Work with children or young people while under the influence of alcohol or prohibited drugs
- Ignore or disregard any suspected or disclosed harm or abuse of a child or young person

If I think this Code of Conduct has been breached by another person connected with Sophia I will:

- Act to prioritise the best interests of children and young people
- Take actions promptly to ensure that children and young people are safe
- Promptly report any concerns to the Sophia Executive Officer
- Follow Sophia policies and procedures for receiving and responding to complaints and concerns
- Comply with relevant legislative requirements on reporting (in jurisdictions where relevant), and with Sophia's policy and procedures on internal and external reporting

Acknowledgement

I have been provided with copies of Sophia's **Safeguarding Policy** and **Commitment Statement – Safety for all**.

I agree to abide by this Code of Conduct during my employment/volunteering with Sophia.

I understand my obligations and responsibilities under this Code of Conduct.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment/volunteering with Sophia.

Name:

Signature:

Date

Related Procedures and Documents

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| Procedures of this Policy | Sophia Safeguarding Policy Sophia Child Safety Commitment Statement |
| Documents/related policies/procedures | Sophia Safeguarding Framework Sophia Safeguarding Committee Terms of Reference National Catholic Safeguarding Standards National Principles for Child Safe Organisations New South Wales Child Safe Standards Victorian Child Safe Standards – Ministerial Order No. 1359 |

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| Member school policy/procedure | <i>Kincoppal-Rose Bay</i> | <i>Sacre Coeur</i> | <i>Stuartholme</i> |
|-----------------------------------|----------------------------------|-------------------------------------|---------------------------|
| | Child Safe Code of Conduct | Child Safe Code of Conduct | |
| | Code of Conduct Policy | Staff and Volunteer Code of Conduct | Code of Conduct |
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